


VACANCY NOTICE

#2000-00

CS-376
REV(9/93)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: <u>Supervising Accountant</u>	CLASSIFICATION CODE: <u>00637800</u>
	SALARY RANGE: <u>Gr.831 50,384 - 57,068</u>	REFERENCE POSITION NO.: <u>328</u>
	APPLICATION PERIOD: <u>2/24/03 - 3/05/03</u>	
	Department or Agency Name <u>Division/Section/Unit</u> <u>Other Comm. & A.</u> <u>Board of Elections</u>	
General Information to Candidate	Assignment(s) / Comments	
	Shift and Days: <u>Mon. - Fri. Non-standard</u>	Job Location: <u>50 Branch Ave. Providence</u>
	Restrictions/Limitations: _____	
	Position Covered By Collective Bargaining Union Agreement Yes _____ No <u>X</u>	
	Name of Bargaining Unit Union: _____	
There is _____ is not <u>X</u> a Civil Service List for this position See A/B or Both for Specific Instructions		
Statement of Duties	INSTRUCTIONS: A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number. Most Important - Please include the following information: <ul style="list-style-type: none"> The title of the position for which you are applying Title of your present position and date you entered it Date you entered State service Name of department where you are currently employed Your business telephone number Present Union Affiliations *** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.	
	B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT: If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS: Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.	
	Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).	
	DUTIES / RESPONSIBILITIES: SEE ATTACHED	
Minimum Education & Experience	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS: SEE ATTACHED	
Where to Apply	<p>Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to:</p> <p>Tina M. Benros Board of Elections 50 Branch Ave. Providence, RI 02904</p> <p>PLEASE DO NOT FAX APPLICATIONS</p> <p>Telephone #: <u>222-1905</u> TDD #: <u>222-2239</u> (Telecommunication Device for the Deaf)</p> 	

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY EMPLOYER

Title Of Position: Supervising Accountant

Salary Range: 831A / 50,384 – 57,068

Agency Name: Board Of Elections

Employee Status: Unclassified

Job Location: Providence

GENERAL STATEMENT OF DUTIES/RESPONSIBILITIES:

The Supervising Accountant will work under the direction of the Executive Director and be responsible for carrying out the agency's campaign finance responsibilities. The incumbent will supervise the staff of the campaign finance division and manage the day-to-day administration of the division.

The Supervising Accountant shall be responsible for overseeing compliance with the campaign finance laws of the state as well as the rules and regulations established by the Board of Elections. The incumbent will supervise and conduct confidential reviews, audits and investigations of campaign finance reports and allegations of election law violations as well as oversee and manage the administration of the agency's campaign finance electronic reporting and tracking system.

The duties and responsibilities of the Supervising Accountant shall include, but are not limited to, the following activities:

- direct, supervise and review the work of division staff;
- develop, plan, supervise and review division and assigned projects and programs;
- develop, implement and maintain accounting and auditing policies & procedures;
- conduct confidential examinations, reviews and audits of campaign accounts of candidates, political party committees and political action committees;
- pursue delinquent and unfiled campaign finance reports;
- follow-up on incomplete campaign finance reports and penalties issued by the Board;
- oversee the collection of fines assessed by the Board;
- conduct confidential investigations regarding allegations of campaign finance or election law violations;
- oversee the administration of the agency's electronic campaign finance reporting system;
- prepare and write handbooks, manuals and other types of informational materials;
- develop, prepare and conduct educational and training seminars on campaign finance;
- assist and inform candidates, political action committees, political parties and state vendors of their statutory obligations under the campaign finance laws;
- testify at hearings and legal proceedings, as may be required;
- respond to requests or inquiries from federal, state and local officials and agencies, public and private organizations, and the general public;
- research and assist in the preparation of legislation, advisory opinions and rules & regulations;
- research and write reports on various issues, as directed;
- update and maintain agency operations and procedures manuals;
- assist with election-related agency responsibilities, as may be required;
- prepare reports and work on assignments as may be directed by the Executive Director.

The aforementioned activities outline the duties/responsibilities of the referenced position. It is not a complete list of the duties/responsibilities associated with the position but, rather, a general guide for the position. In addition, the Supervising Accountant shall at any time and from time to time perform such other duties as may be assigned to him/her by the Board of Elections in addition to, or in lieu of, his/her regular duties.

REQUIRED MINIMUM QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGE, SKILLS & CAPACITIES:

Demonstrated leadership, managerial and organizational skills; a thorough knowledge of the principles and practices of accounting and auditing procedures; the ability to analyze and interpret accounting systems and procedures; knowledge of information processing systems and peripheral equipment including personal computers and the proven ability to apply such knowledge to the principles, practices and methods of accounting and auditing. Individual must possess excellent written and oral communications skills including the ability to speak in public; strong interpersonal skills; ability to work independently or with others. Candidate must have the ability to enforce laws and regulations with firmness and tact as well as to accept, comprehend and respond to inquiries from government officials and the public. Person must be meticulous and comprehensive in the performance of his/her duties; possess strong analytical and problem solving skills; and related capacities and abilities.

EDUCATION & EXPERIENCE:

Education: Such as has been gained through: possession of a Bachelor's Degree from a college of recognized standing with a specialization in accounting or business administration; and

Experience: Such as may have been gained through: supervisory experience and a minimum of three years employment in a responsible position performing accounting or auditing work.

Special Qualifications: Experience working with information processing systems, including personal computers. Evidence of report writing skills is essential.